Subject: One Section of the PA250 SCEIS Personnel Administration Training Course Offered on January 29-30

Audience: Agency Training Coordinators, AST Leads, HR Directors

The SCEIS Training Team is pleased to offer one section of the two-day class, PA250 SCEIS Personnel Administration. This course provides participants with the skills to display and maintain various employee personal information including personal data, address information, education, skills, additional personnel data, and certification and licensure. The course also provides a high-level view of the reporting functionality in the Personnel Administration module, as well as other skills as detailed below. *Note: users who are assigned only the workflow roles do not need to attend this course.*

Below you will find details about the course, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

PA250 - Course Information
Course ID/Title: PA250 - SCEIS Personnel Administration

Description: This course provides participants with the skills to display and maintain various employee information, including personal data, tax information, education, pay, I-9, benefits, certification and licensure, etc. In addition, the course includes how to perform some personnel actions such as: hiring, separations, dual employment, reassignment, transfer between agencies, reallocation/reclassification, leave of absence with and without pay, suspensions and the EPMS process.

The course also provides a high-level view of the reporting functionality that is available in the Personnel Administration module of SCEIS. This course will review the various options found within the Information System menu.

Target Audience: Users with the following roles: HR Master Data Maintainer, Employee Records Maintainer, Central HR Master Data Maintainer, HR Director, Display PA Master Data, Display EEO, Display EPMS, Display Grievances, Display Non-Sensitive Data, Display Salary/Pay Grade, Portal HR Administrator, Agency Employee Relations Maintainer, Grievance Status Administrator. Please note, users who are assigned only the workflow roles do not need to attend this course.

Pre-requisite: HR100 SCEIS HR/Payroll Enterprise Structure

PA250 - Section 01 - Winter 2014
Course Dates: Wednesday and Thursday, January 29-30, 2014
Course Time: 9:00 a.m. to 5:00 p.m.
Course Location:
Room 202, SCEIS Office
1628 Browning Road, Columbia, SC

Users may *request enrollment* in this class using the pre-registration survey at https://www.surveymonkey.com/s/C6CV93Q. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training. Please review pre-requisites and schedules carefully.

If you have any questions about this SCEIS Training information, please email them to training@sceis.sc.gov.